

North Central IA Regional Solid Waste Agency

Minutes of Meeting

June 26, 2018

The regular monthly meeting of the Executive Board was held on June 26, 2018 at the Recycling Center, Fort Dodge, IA. Chairman Donovan Adson called the meeting to order at 5:30 P.M.

Members present: Wally Lorenzen – Eagle Grove, Dale Graham – Ellsworth, Donna Bice – Fort Dodge, Jamie Bemrich – Fort Dodge, Duane Schuttler – Manson, Donovan Adson – Vincent, Jerry Kloberdanz – Webster City and Mark Campbell – Webster County.

Also present were HLW Engineering Group, Attorney Steve Kersten, Lori Lindstrom-CFO, staff and visitors.

Campbell moved to approve the Agenda. Kloberdanz seconded. Motion carried unanimously.

Lorenzen moved to approve the May 22, 2018 Meeting Minutes. Bemrich seconded. Motion carried unanimously.

Campbell moved to table Item #4 until more information is available. Bice seconded. Motion carried unanimously.

Discussion by HLW Engineering Group regarding modifications to the Hydrologic Monitoring System Plan (HMSP) based on the meetings with between NCIRSWA, HLW and DNR on April 4, 2018 and May 23, 2018 - no action item.

Campbell moved to approve a quote from Midwest Fence & Gate for fencing at the landfill in the amount of \$29,512.12. Bemrich seconded. Motion carried unanimously.

Campbell moved to approve that the Landfill Groundskeeper will keep the same job description as when hired, and will receive a 2% cost-of-living pay increase on his current hourly rate effective July 1, 2018 as approved by the Full Board; will receive the Full Board approved hourly rate of \$1/hour while working at the recycling center, effective July 1, 2018; and will continue to be paid \$14.78/hr. while driving the landfill haul truck. The Landfill Groundskeeper will have 3 different pay rates. At six months of employment, the Landfill Groundskeeper's pay rate can be re-evaluated. Lorenzen seconded. Motion carried unanimously.

Campbell moved to approve the updated North Central IA Regional Solid Waste Agency Emergency Response and Remedial Action Plan (ERRAP). Kloberdanz seconded. Motion carried unanimously.

Kloberdanz moved to table Item #9 until next month regarding the Service Agreement for Regional Collection Center Mobile Event with proposed revisions. Campbell seconded. Motion carried unanimously.

Bice moved to approve the North Central IA Regional Solid Waste Agency Employee Policy “Revised Agreement”. Lorenzen seconded. Motion carried unanimously.

Lorenzen moved to approve Resolution 2018-6 to Authorize Check Signing Signatures for North Central IA Regional Solid Waste Agency. Graham seconded. Motion carried unanimously by roll-call vote.

Campbell moved to approve quote from Modern Sound Engineering for security monitoring services with a 3 year contract (all four sites) in the amount of \$1,300/year (\$916/year for monitoring and \$384/year for daily testing of lines). Bemrich seconded. Motion carried unanimously.

Campbell moved to approve Bemrich Electric Contract for IT Services, with the exclusion of General Terms (1) (m) Trip Charges. Kloberdanz seconded. Motion carried with Bemrich abstaining.

Financial Report – Lorenzen moved to approve the Financial Reports for the month of May 2018. Bemrich seconded. Motion carried unanimously.

Accounts Payable Invoices – Kloberdanz moved to approve the Accounts Payable invoices for the month of May 2018. Bice seconded. Motion carried unanimously.

Chairman’s/Operation Manager’s Report –

1. Adson informed the Board that following Feser’s resignation, he and Halter held a meeting with the CFO and Operation Manager’s discussing the chain of command, stating that Lindstrom will be in charge and she is working on getting all of the necessary paperwork and transactions updated. Other topics discussed were PO’s, \$1,000 Grant for safety, Slinker looking into hi-vis t-shirts for recycling center employees, Mobile Crushing contacted for landfill crushing, old landfill vehicles, single stream recycling, HHW trailer on-site.
2. Anderson – will be sending bids out for landfill dozer; update on RMS having no local mechanic which costs the Agency money for trip charges; OT at the landfill, trying to get caught up from all the rain and have the annual DNR inspection coming up in the near future; safety meeting update; Quality Flow service agreement for pump maintenance; received a quote for mowing at \$2,000 and another at \$100/acre (7 acres); looking at used truck or ATV for the groundskeeper; discussed old non-drivable vehicles at the landfill - Bice suggested on-line site govdeals.com for getting rid of old vehicles.
3. Moffitt – discussed a program called “The Link”; HHW trailer on-site with decals; turning in the DNR Grant Expense sheet tomorrow for the trailer and decal expenses regarding the \$10,000 DNR Grant; working on purchasing items needed for the mobile events; Agency will be at Market on Central on July 12th; ICAP Grant of \$1,000 purchasing sweatshirts; June is National Safety Month; DNR renewal permitting will be much easier; attended the Humboldt City Council Meeting with Goedken.
4. Slinker – twice last week there was hazard pay for the recycling center because of the 100 degree heat index; safety meeting; looking at polyester t-shirts; hard hat discussion and would like to bring back discussion at next month’s meeting; visited the Boone Recycling Center; discussed single stream.

Kloberdanz moved to approve the Chairman’s/Operation Manager’s Report. Lorenzen seconded. Motion carried unanimously.

CFO's Report –

1. Lindstrom informed the Board that she is 95% complete regarding the changes needed because of the COO resignation;
2. Lindstrom discussed with the Board her suggestion to eliminate the NCIRSWA Credit Card Policy and cut-up the Agency credit card; that there needs to be a name on the credit card (which was Feser), and she does not want her name on the credit card and feels it is a conflict because she is the CFO. It was agreed that the credit card can be cut-up but the NCIRSWA Credit Card Policy should stay in place. If credit card transactions are required going forward, they will be an employee out-of-pocket reimbursement.
3. Lindstrom informed the Board that over the past month the Purchase Order Policy has been going great; thanking the Operation Managers for a smooth transition.
4. Lindstrom informed the Board that the Agency had an ICAP Loss Control visit on June 13th; this is something they do every other year. ICAP made a recommendation to maintain a clear area in the HHW mechanical room, and the Agency has 60 days to get this done.
5. Lindstrom requested to move the July 17th Board meeting to July 24th because of the holiday and vacations being taken – will be shorthanded. The Board agreed to July 24th.
6. Lindstrom informed the Board that they held their first Managers Meeting on June 21st. Each week the meeting will be held on Thursday mornings at 9am with an Agenda and sign-in sheet; a summarization will then be prepared and kept in a binder.

Lorenzen moved to approve the CFO's Report. Campbell seconded. Motion carried unanimously.

Other Business – Kersten informed the Board that a prior Worker's Comp case has now been reopened by Attorney Jerry Schnurr. Moffitt stated she has been working with Carrie Prescott of Webster County Health regarding Narcan Spray, and the Pharmacies of Fort Dodge will be giving it away for free on Friday so she will be picking one up for her site.

Public Questions or Comments – Dennis Jones with Coleman Sanitary District informed the Board that they are going to flush lines next month. No action taken.

Campbell moved to go into Executive Closed session per Anderson's request of closed session per Iowa Code Section 21.5(i) to discuss his annual performance evaluation. Lorenzen seconded. Motion carried unanimously at 7:20 PM.

Bice moved to return to open session at 7:45 PM. Kloberdanz seconded. Motion carried unanimously.

Kloberdanz moved to table Item #21 regarding the landfill Operations Manager salary. Motion dies for lack of second. Campbell moved to table Item #21 to reconsider so Anderson can document his additional duties, so the Board can see what they are. The Board would like to see what Anderson is doing above and beyond his regular job requirements and would like Anderson to bring this paperwork to the next board meeting. Kloberdanz seconded. Anderson stated that he disagrees and he's going to take the rest of the week off to think about this and look at his options. Motion carried unanimously.

The next meeting for the NCIRSWA will be held on July 24, 2018. Kloberdanz moved to adjourn. Lorenzen seconded. Motion carried unanimously at 7:49 PM.

Lori Lindstrom
Secretary/Treasurer

Donovan Adson
Chairman